

Participating in a voice conference or board

This solution for **all users** has the following procedures:

1. Finding a voice component.
2. Speaking in a conference.
3. Listening to voice posts.
4. Adding a post to a Voice Board.

Step #1

Finding the board or conference

Go to the Content Area where the voice component is located. If necessary, use the Course Map.

Click on the link below the board or conference to enter.

The screenshot shows a Blackboard course interface. On the left is a dark blue navigation menu with the following items: Announcements, Course Information, Staff Information, Course Documents, Assignments, Communication, Discussion Board, External Links, Tools, and a 'Tools' sub-menu containing Communication, Course Tools, and Course Map. Below the menu are 'Refresh' and 'Detail View' buttons. The main content area on the right has a grey background. At the top, there is a green box with a scalloped border containing the text '3. To give you practice in using Blackboard.' Below this is a section titled 'REQUIRED MATERIALS' in blue, followed by a dashed box containing '1. A computer. 2. Internet access, preferably high-speed.' Below that is a section titled 'LESSONS' in blue, with 'Lesson1' in bold, followed by a dashed box containing 'Read the Introduction and Chapter 1. Write the answers to the study questions on p. 18. We will be going over them in class.' At the bottom of the content area are two buttons: 'Group 1 Discussion Board' with a document icon and the link 'Enter Voice Board', and 'live discussion forum' with a person icon and the link 'Enter Voice Direct Conference'.

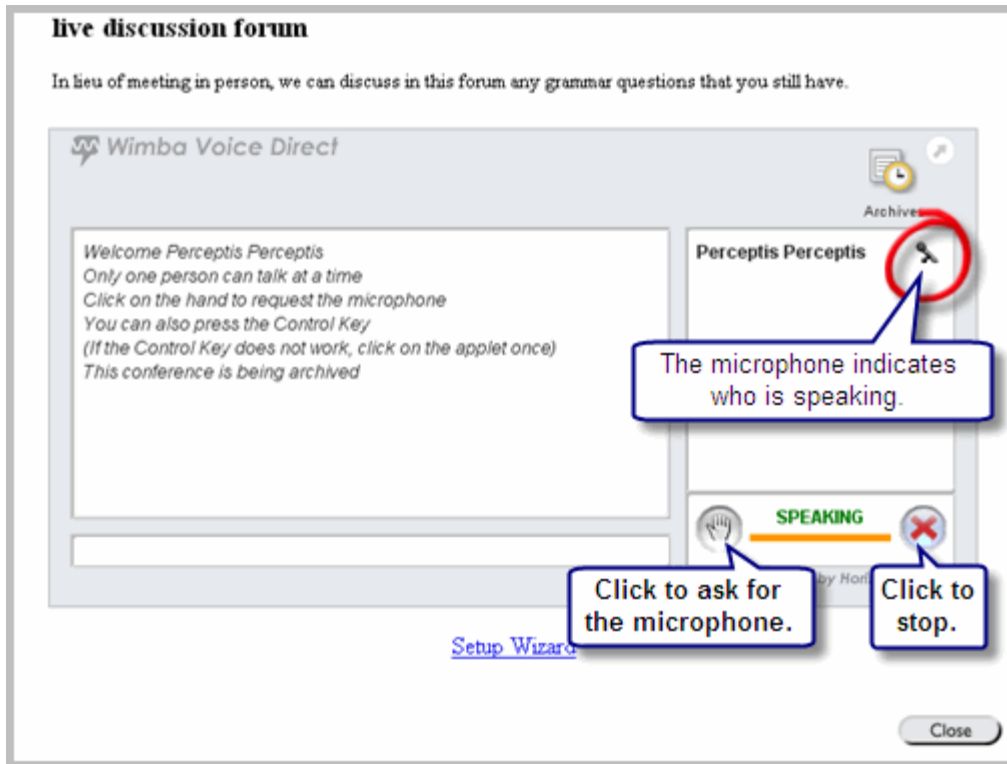
Step #2

Speaking in a conference

To speak in a conference, click the hand icon under the right pane and you will join the list of people waiting for a turn to talk.

When the participant before you finishes speaking, the microphone icon will appear next to your username in the right pane.

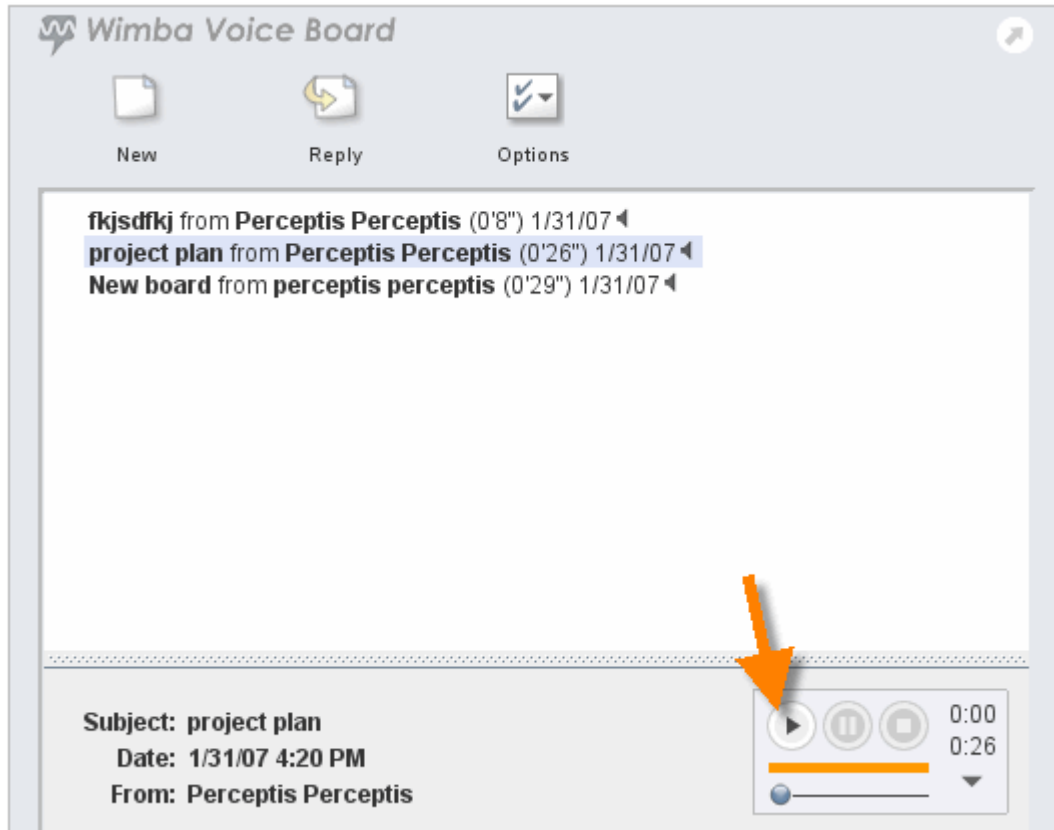
When you are finished speaking, click the red X under the right pane, and the microphone will pass to the next person.



Step #3

Listening to voice posts on Voice Boards

1. Click the message you want to listen to.
2. In the lower right corner of the Voice Board box, click **Play**.



Step #4

Adding a post to a Voice Board

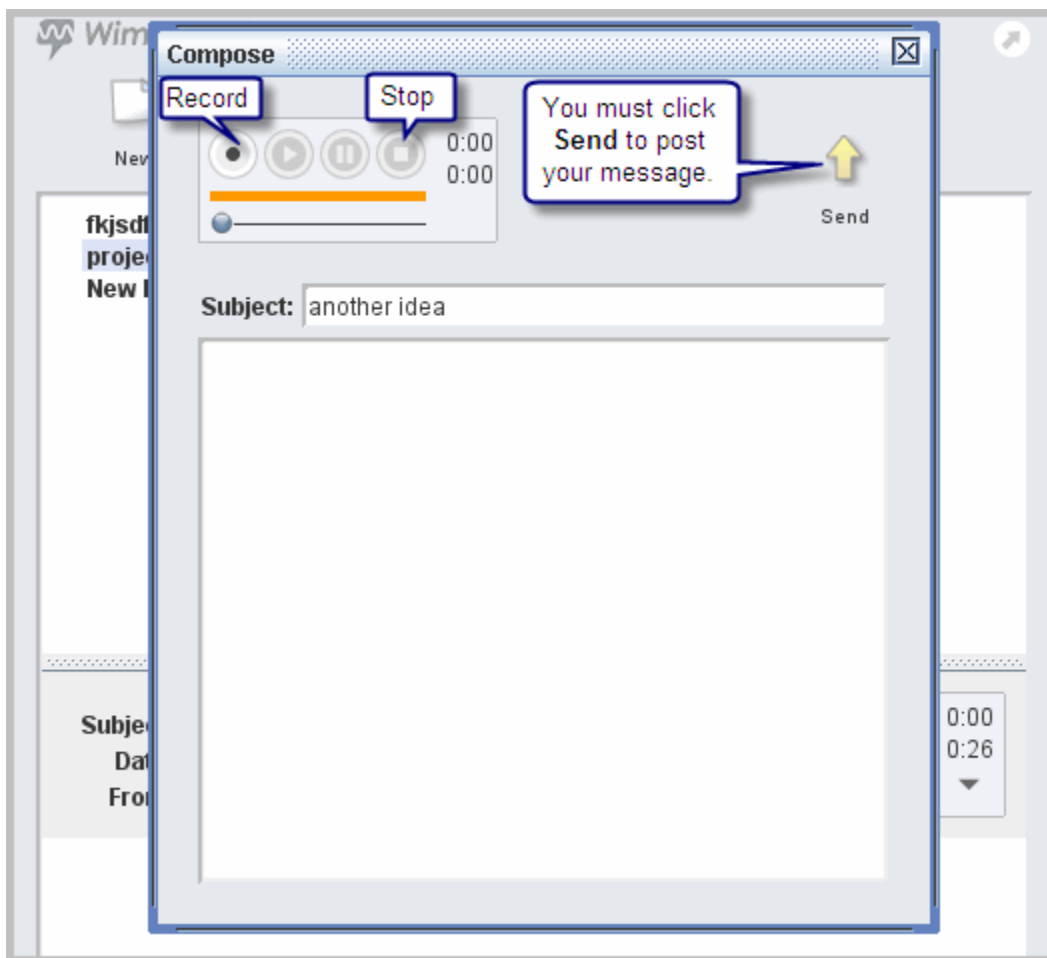
Note: You cannot delete a message after you have sent it.

1. To add a new message, click **New** in the upper left corner of the Voice Board box.
2. Type a subject in the **Subject** line.
3. Click **Record**. When you are finished, click **Stop**.
4. Click **Send**.

Replying to a previously posted message

1. To reply to a previously posted message, click on the message you would like to respond to and click **Reply**.
2. The subject line will already be filled in. Click **Record** to reply and click **Stop** when you are finished.
3. Click **Send** if you are satisfied with the message. **Note:** The message cannot

be deleted after it is sent.



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